



## **08.212 Vacation Leave**

Authority: Chancellor

History: Revised August 2017; Revised January 2013; Revised and Reformatted, January 1, 2007; supersedes former Policy No. HR 2.10b

Source of  
Authority: UNC Policy 300.3.1[R]

Related Links: State Human Resources Manual: [Vacation Leave](#)

Responsible  
Office: Human Resources

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### **I. Purpose**

The purpose of this policy is to provide uniform guidance for the accrual, use, and disposition of Vacation Leave.

### **II. Scope**

All EHRA and SHRA employees holding permanent, probationary, trainee, and time-limited appointments are entitled to vacation leave and are covered under this policy. Temporary EHRA and SHRA employees do not accrue vacation leave and are not covered under this policy. Neither permanent nor temporary academic year faculty accrue vacation leave and are not covered under this policy.

### **III. Policy**

The method of accrual, use, transfer, and payout of vacation leave for covered employees is outlined below.

#### **A. SHRA Vacation Leave Accrual**

SHRA employees earn vacation leave monthly based on total state service. Leave is earned if an employee is in pay status for one half or more of the regularly scheduled workdays and holidays during the pay period. Accrual of vacation leave for employees on workers' compensation or military leave is covered in those respective policies. Leave is prorated for part-time employees.

1. Less than 5 Years 9.33 hours per month (14 days per year.)
2. 5 but less than 10 Years – 11.33 hours per month (17 days per year)
3. 10 but less than 15 Years – 13.33 per month (20 days per year)
4. 15 but less than 20 Years – 15.33 hours per month (23 days per year)

5. 20 years or more – 17.33 hours per month (26 days per year)

B. EHRA Vacation Leave Accrual

Tier I senior academic and administrative officers (SAAOs) earn 26 vacation days per year (17.333 hours per month). Tier II SAAOs and EHRA non-faculty earn 24 vacation days per year (16 hours per month). An exception is that EHRA employees earning 26 vacation days leave per year as of July 1, 2001, will continue to earn 26 vacation days leave per year. Accrual rates are prorated for employees whose appointments are for less than 40 hours per week. Less than 12 month per year permanent EHRA and SHRA employees accrue leave during the months worked. (Example: Ten month employees accrue leave from August through May only.)

C. Vacation Leave Accumulation

Vacation leave may accumulate to any amount during the calendar year; however, only 240 hours (prorated for less than 1.00 FTE) may be carried forward on January 1. Accumulated vacation leave exceeding the maximum carry forward allowed as of December 31 is converted to sick leave.

D. Use of Vacation Leave

All vacation leave requires supervisory approval. Approved vacation leave may be used for any reason, including:

1. Vacations or other absences for personal reasons
2. Absences due to adverse weather conditions
3. Personal illness (in lieu of sick leave) and illness of family members
4. Donations to an employee within the same agency or to an immediate family member in another agency who is an approved voluntary shared leave recipient. (See guidelines in [Policy 08.220 Voluntary Shared Leave Program](#).)
5. Employees are required to take two to three vacation days over winter break when the university is closed, unless the employee is required to be at work. Managers may approve advanced comp time (resulting in a negative comp time balance) for new employees who do not have sufficient vacation or bonus leave or accrued comp time to cover the required absence. Managers must request leave to be advanced from HR before the payroll deadline. When negative comp time is allowed, makeup time must be scheduled and worked in a timely manner.

Compensatory time must be used before any vacation leave.

E. Advancement of Vacation Leave

Supervisors or department heads may advance vacation leave to an employee on an individual basis, not to exceed the amount the employee can accumulate during the remainder of the current calendar year. If an employee is requesting or using advanced

leave and there is a possibility that the employee may not return or remain at the university long enough to accrue the advanced time, supervisors and department heads are advised to consult with Human Resources to determine whether granting additional leave is appropriate.

#### F. Separation from Employment

On separation from employment from the state, the employee is paid regular pay through the last day actually worked, and in addition is paid accumulated vacation leave in a lump sum not to exceed 240 hours (prorated for part-time employees).

The following exceptions may apply:

1. EHRA Tier II SAAOs and EHRA non-faculty employees hired on or after July 1, 2001, with less than 24 months total state service, are eligible for a maximum payout equal to one day for each month worked, less the total number of days of vacation leave taken during the employment period with UNCW.
2. If the employee is overdrawn on vacation leave when separating from employment, deductions are made from the final salary check.
3. In the event of a deceased employee, payments are made to the estate.

#### G. Transfers

1. When an SHRA employee transfers between state agencies, unused vacation leave is transferred. When an employee transfers to UNCW from another state university or agency, Human Resources must receive verification of hours of leave being transferred and creditable service time. Once verified, Human Resources will notify the employing department and adjust the leave accrual rate as well as the leave balance in the Banner HR system.
2. When an SHRA employee transfers to an EHRA position within the university, unused vacation leave is transferred if leave the leave earning rate is the same. If transferring to a status that does not earn leave, the employee is paid in a lump sum not to exceed 240 hours (prorated for part-time employees).
3. If an EHRA transfers to an agency that accepts it, vacation leave may be transferred. If the agency does not accept the leave, it is paid in a lump sum not to exceed 240 hours (prorated for part-time employees).

#### H. Retirement

1. An employee may elect to exhaust vacation leave and continue to accrue benefits prior to retiring.
2. Vacation leave paid in a lump sum amount will be included in the average final compensation calculation for employees retiring in the Teachers' and Employees' Retirement System (TSERS).

3. Retirement contributions will be deducted (and university contribution paid) on all leave payments regardless of retirement system.

I. Record Keeping

Vacation leave is requested/recorded and records are maintained according to guidelines in [Policy 08.210 Time Keeping and Administration of Leave Programs for SHRA and EHRA Employees](#). Departments are responsible for maintaining vacation leave records for each employee for four years. Department records are subject to audit at any time by Human Resources, Internal Audit, or State Auditors.